



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
Field Office VII  
Corner M.J. Cuenco and Gen. Maxilom Ave., Cebu City

## REQUEST FOR QUOTATION SHOPPING

RFQ No. : DSWD7-2025-0565  
Date : April 28, 2025

Company Name : \_\_\_\_\_  
Company Address : \_\_\_\_\_  
Contact Person : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
PhilGEPS Registration No.: \_\_\_\_\_

### Sir/Madam:

Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. Failure to indicate information could be the basis for non-compliance. Also, kindly furnish us with descriptive brochures, catalogues, literatures and/or samples, if applicable.

If you are the exclusive manufacturer, distributor or agent in the Philippines for the goods listed in **Annex A**, please attach in your quotation a duly notarized certification to this effect.

Interested supplier/s are required to submit true copies of their **valid Mayor's Permit and Philgeps Registration Number** upon submission of quotation/s.

Please accomplish and submit this **form** together with **Annex A** and **Bank Information** to the BAC Secretariat, DSWD Field Office VII, Cebu City or send it through facsimile numbers (032) 887-9720; 233-0261; 231-2172 local 17140 or 17110 or e-mail to bac.fo7@dswd.gov.ph on or before **May 02, 2025 at 05:00PM**.

Very truly yours,

  
**ENGR. EMMANUEL M. EDLES**  
AO V/Head, Procurement Management Section

### Terms and Conditions:

- Award shall be made on per: ☐ item basis ☒ total quoted price ☐ lot basis
- Quotation validity shall be not less than **60 calendar days**.
- Good/s or Services shall be delivered **within 30 calendar days from receipt and conformity of Purchase Order**.
- Place of Delivery: **DSWD FO VII, Corner M.J. Cuenco Avenue and Gen. Maxilom Ext., Carreta, Cebu City**
- Terms of Payment: **within 30 days from the receipt of billing statement**.
- Liquidated Damages/Penalty: **One-tenth of one percent for everyday of delay shall be imposed.**
- In case of discrepancy between total price per item and unit price for the item as extended or multiplied by the quantity of that item, the latter shall prevail.
- Warranty period, if applicable: \_\_\_\_\_

  
**CHARL ALBERT J. TORREFIEL**  
Canvasser

I am interested to quote and agree to the terms and conditions.

\_\_\_\_\_  
(Signature over Printed Name of Supplier / Service  
Provider / Authorized Representative)



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
Field Office VII, Cebu City

Company Name \_\_\_\_\_  
Company Address \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Contact No. \_\_\_\_\_  
PhilGEPS Registration No.: \_\_\_\_\_  
Tin Number: \_\_\_\_\_

RFQ No.: DSWD7-2025-0565

Date: April 28, 2025

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			<b>Supply and Delivery of ICT Equipment</b>				
1	2	unit	<b>LAPTOP COMPUTER</b> -Processor: Frequency: at least 2.0GHz to 4.40GHz maximum boost technology Cores: at least 8 Cores in total Threads: at least 12 Threads in total Cache: at least 12MB -Operating System: Type: Latest Stable Proprietary OS 64-bit Version: Professional version (Capability to join Active Directory) -Office Productivity Software: Type: Latest Stable Proprietary OPS for Corporate Application Perpetual License Version: Standard, Inclusive of Word Processor, Spreadsheet, and Presentation -Memory: Capacity: at least 8Gb DDR4 -Input Devices: Keyboard: Built-in with Backlight Input Type: Touchpad with multi-gesture and scrolling function Inclusion: Standard Optical Mouse USB (mouse should be the same brand of the laptop being offered) -Graphics Controller: integrated UHD graphics -I/O Ports: 2 x USB 3.2 Type A port 1 x USB 3.2 Type C port 1 x RJ-45 LAN port 1 x HDMI -Display: at least 15.3" inches LED/LCD Display with a built-in webcam -Storage: at least 512GB NVMe SSD -Card Reader: microsd card Carrying Case: Laptop Bag (Same brand as the offered) -Communication: Wireless LAN: 802.11 ac/a/b/g/n/ac/ax Bluetooth: at least Version 5.1 Ethernet: Gigabit Ethernet -Battery: at least 11 hours' runtime, Lithium Ion				

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			-Audio: Optimized bass response, microspeaker distortion prevention, microphone noise reduction -Warranty & SLA: Three (3) years Hardware Warranty One (1) year on Mouse To protect DSWD from unreliable and unproven products the following is required: a.Offered brand of the laptop computers must be present and available in the Philippine market in the last ten (10) years. And is marketed globally and have an international presence (physical stores, centers, or offices) in at least 5 countries. b.Offered laptop models should be available in the Market and should not be custom-made or made to order just to comply with the required specifications.				
2	4	unit	<b>External drive</b> ,1TB,				
3	2	piece	<b>HDMI cable</b> , 5m				
4	10	unit	<b>Keyboard</b> , standard, USB type, 104 keys				
5	10	unit	<b>Mouse</b> , Usb Plug and Play, Dust resistant wheel, Symmetric Ergonomic Design Wired Mouse Black				
6	5	piece	<b>Flashdrive</b> , 64gb, usb				
7	1	unit	<b>INK TANK PRINTER (color)</b> Printer Type: Print, Scan, Copy, Fax with ADF Print Method: On-demand inkjet Nozzle Configuration: 180 x 1 nozzles Black, 59 x 1 nozzles per Colour (Cyan, Magenta, Yellow) Maximum Resolution: 5760 x 1440 dpi Print Speed: ISO 24734, A4 Simplex (Black / Colour): Up to 10 ipm / 5.0 ipm*2 Maximum Copies from Standalone: 99 copies Maximum Copy Resolution: 600 x 600 dpi Maximum Copy Size: Legal Scanner Type: Flatbed colour image scanner Sensor Type: CIS Maximum Scan Area: 216 x 297 mm Scanner Bit Depth (Colour): 48-bit input, 24-bit output Scanner Bit Depth (Black & White): 16-bit input, 1-bit output Optical Resolution: 1200 x 2400 dpi Scan Speed (Flatbed / ADF (Simplex)): 200dpi, Black: 12 sec / Up to 4.5 ipm 200dpi, Colour: 29 sec / Up to 4.5 ipm ADF Paper Capacity: 30 pages (A4), 10 pages (Legal) ADF Support Paper Thickness: 64 – 95 g/m2 Number of Paper Trays: 1 Standard Paper Input Capacity: Up to 100 sheets of Plain paper (80 g/m2) Up to 20 sheets of Premium Glossy Photo Paper				



Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			<p>Output Capacity: Up to 30 sheets of Plain Paper (80 g/m2) Up to 20 sheets Premium Glossy Photo Paper</p> <p>Paper Size: Legal (8.5 x 14"), Indian-Legal (215 x 345 mm), 8.5 x 13", Letter, A4, 16K (195 x 270 mm), B5, A5, B6, A6, Hagaki (100 x 148 mm), 5 x 7", 5 x 8", 4 x 6", Envelopes: #10, DL, C6</p> <p>Maximum Paper Size: 215.9 x 1200 mm Print Margin: 0 mm top, left, right, bottom via custom settings in printer driver</p> <p>Connection Features: Mobile and Cloud Solutions</p> <p>Operating System Compatibility: Windows XP / XP Prof. / Vista / 7 / 8 / 8.1 / 10 Mac OS X 10.6.8 or later</p> <p>PC Printing/ Premium Glossy Photo Paper Best Photo: Sound Power (Black / Colour) 5.1 / 5.1 B(A), Sound Pressure (Black / Colour) 38 dB(A) / 38 dB(A)</p> <p>PC Printing / Plain Paper Default: Sound Power (Black / Colour) 6.3 B(A) / 6.2 B(A), Sound Pressure (Black / Colour) 51 dB(A) / 48 dB(A)</p> <p>USB: USB 2.0 Network: Ethernet, Wi-Fi IEEE 802.11b/g/n, Wi-Fi Direct Network Protocol: TCP/IPv4, TCP/IPv6 Control Panel LCD Screen: Colour LCD</p>				
<b>TOTAL:</b>							
Approved Budget for the Contract: <b>Php 150,000.00</b>				Note:			
End User: <b>Regional Haven for Women</b>				"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
PURPOSE : For Regional Haven for Women use.							

Note: Procurement procedure in accordance with DSWD-Memorandum Circular No. 2, Series of 2007.



**CHARL ALBERT J. TORREFIEL**  
Canvasser

Signature of Supplier / Authorized Representative Over  
Printed Name

(page 2 of 2)